

RESTRICTED  
Security Information

OFFICE OF TRAINING

NOTICE


NO. 23-52

2 December 1952

SUBJECT: Personnel Evaluations Reports

1. The Personnel Evaluations Officer, OTR has reported that the Evaluation Reports are not being returned promptly in accordance with the suspense dates established for each report. Since OTR is a co-sponsor of the Agency Career Service Program of which these reports are a part, this office must set an example in complying with the provisions of the Program. Supervisors are hereby directed, therefore, to return Personnel Evaluation Reports promptly or to justify any unavoidable delay in returning the completed reports.

2. It should be pointed out that completed Personnel Evaluation Reports become a personal as well as a classified document and must be handled accordingly. Completed reports will be transmitted in a sealed envelope stamped "Eyes Only."

  
MATTHEW BAIRD  
Director of Training

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DISTRIBUTION: All OTR Section, Branch, Division, and Staff Chiefs

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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